



MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills and abilities of MCG employees. Below are the classes available for November 2021. Classes and events are available on a first come, first served basis.

Employee Events			
OLM.Administrator@montgomerycountymd.gov			
Class	Audience	Date	Time
Aspiring Leader Discussion: How to Be a Climate Change Leader (featuring County Executive Marc Elrich and Chief Climate Change Officer Adriana Hochberg)	All Employees	Nov 16	1 – 2:30 pm

Mandatory Training			
For information contact: OLM.Administrator@montgomerycountymd.gov			
Class	Audience	Date	Time
Telework Fundamentals for Employees and Contractors: Module 1 & Module 2** (**Must complete both modules)	Mandatory for Teleworkers (Employees and Contractors)	Teleworkers must complete within 30 days of submitting an eTelework application/renewal.	
Telework Fundamentals for Supervisors: Module 1 & Module 2** (**Must complete both modules)	Mandatory for Supervisors of Teleworkers	Supervisors of teleworkers must complete by Nov 10.	
Don't Let it Happen to You: Workplace Violence	Mandatory for Supervisors and Managers	Nov 2	9 – 10:30 am
Overview of Workers Compensation	Mandatory for Supervisors and Managers	Nov 4	1 – 4 pm
EEO and Diversity Management	Mandatory for Supervisors and Managers	Nov 9	1 – 4 pm

Interviewing and Selecting Employees	Mandatory for individuals who serve on an Interview Panel	Nov 16	9 am – noon
Preventing Workplace Harassment	Mandatory for All Employees	Nov 18	9 am – noon
Contract Negotiation	Mandatory for All Employees, Contract Administrators, Supervisors and Managers	Nov 19	9 am – 1 pm

General Training			
For information contact: OLM.Administrator@montgomerycountymd.gov			
Class	Audience	Date	Time
Calming the Angry Customer	All Employees	Nov 2	9 – 11 am
Delivering Customer Service Excellence	All Employees	Nov 2	11:15 am – 1:15 pm
Emergency Preparedness	All Employees	Nov 4	9 – 10:30 am
Mastercard P-Card	Employees who are authorized to use Purchase Cards as part of their job in MCG	Nov 4	1 – 3 pm
The Challenging Customer	All Employees	Nov 4	9 am – noon
Super*Vision: Essential Skills for Aspiring and New Supervisors**	Aspiring and New Supervisors	Nov 8 & Nov 15 (**Must attend both days)	9 – 11 am
Interpersonal Skills in Business	All Employees	Nov 9	11:15 am – 1:15 pm
Project Management Fundamentals – 4 Day Class**	All Employees	Nov 9, Nov 16, Nov 23, Nov 30	9 am – noon

		(**Must attend all four days)	
Using Reason to Resolve Conflict	All Employees	Nov 9	9 – 11 am
How to Effectively Supervise a Remote Work Team	Supervisors, Managers	Nov 10	9 – 11 am
Sustaining Resilience	All Employees	Nov 10	9 – 11 am
Leadership Skills for Supervisors and Project Managers	Supervisors, Managers and HR liaisons	Nov 11	1 – 3 pm
Facilitating Virtual Meetings	Supervisors, Managers, and HR Liaisons	Nov 12	1 – 3 pm
Communicate Services Across Cultures	All Employees	Nov 16	1 – 3 pm
FMLA Overview for Management	Managers	Nov 16	1:30 – 4 pm
Leading through Change	All Employees	Nov 18	9 – 11 am
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All Employees	Nov 17	9:30 – 11 am
Health Insurance Planning for Retirement	All Employees	Nov 17	11 am – 12:30 pm
Managing Staff During Stressful Times	Supervisors, Managers	Nov 17	9 – 11 am
What's Next for You? Intentional Career Growth	All Employees	Nov 17	Noon – 1 pm
How to Motivate, Engage, and Retrain Your Staff	Supervisors, Managers	Nov 18	2 – 3 pm

MCG LEADS Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Meditation for Aspiring Leaders	All Employees	Nov 10	Noon – 12:30 pm
Meditation for Aspiring Leaders	All Employees	Nov 17	Noon – 12:30 pm
Aspiring Leader Discussion: How to Be a Climate Change Leader (featuring County Executive Marc	All Employees	Nov 16	1 – 2:30 pm

Elrich and Chief Climate Change Officer Adriana Hochberg)			
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Innovation Events			
For information contact: innovation@montgomerycountymd.gov			
Class	Date	Time	How to Register
Civic Design Conversations	Nov 3, Nov 10, Nov 17	9 – 10 am	Register Online
Innovation and Accelerator Open Office Hours	Nov 3, Nov 10, Nov 17	9:30 – 10:30 am	Register Online
A Small Shift: How Design Turns Insight Into Action	Nov 17	Noon – 1 pm	Register Online
Introduction to Liberating Structures	Nov 18	9 – 10:30 am	Register Online

Equity and Inclusion Training			
For information contact: Andrea.Gardner@montgomerycountymd.gov			
Class	Audience	Date	Time
Groundwater Approach: A Practical Understanding of Structural Racism	All Employees	Nov 5	9:30 am – 12:30 pm

Technology Training			
For information contact: Change.Management@montgomerycountymd.gov			
Class	Audience	Date	Time
Microsoft Teams Level 200	All Employees	Nov 4	2 – 3 pm
dataMontgomery Open Lab Training	All Employees	Nov 9	10 – 11:30 am
OneDrive	All Employees	Nov 10	11 am – noon
Managing Files in OneDrive, Teams & SharePoint	All Employees	Nov 16	10 – 11 am
Excel Level 100	All Employees	Nov 18	2 – 3 pm
Excel Level 200	All Employees	Nov 23	2 – 3:30 pm

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self-Service no later than 48 hours in advance of a virtual class or event. The instructor will send a webinar link to All Employees pre-registered participants 24 hours in advance of the class or event.**

- MCG employees, contractors, volunteers **with** an MCG Computer Network Login: [AccessMCG ePortal](#) and go to Employee Self Service, then Learner Home. Under the Search field "Class," enter the registration keyword. For assistance, review: [Enroll in a Class](#).
- Contractors, volunteers **without** an MCG Computer Network Login: [AccessMCG Extranet Portal](#)

Americans with Disabilities Act (ADA) Accommodations

Please contact the Office of Human Resources, Training Division, at 240-777-5116 or email OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to an event or class to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In All Employees situations, a good faith effort (up until the time of the event) will be made to provide accommodations.